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Date: 21 MAR 1978 By: 024

TO: Assistant Director,
Office of Collection and Dissemination

FROM: 
Organization and Methods Examiner

SUBJECT: Report on Office of Personnel, Area Top
Secret Control Office and Sub-Stations

1. PROBLEM: Review of the operating methods of the Area Top Secret Control Office and Sub-Stations, Office of Personnel, for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 26 March 1952

- a. Area Top Secret Control Officer:
- b. Personnel (Covert) Sub-Station TSCO:
Alternate Top Secret Control Officer:
- c. Military Personnel Sub-Station TSCO:
Alternate Top Secret Control Officer:

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from the Basic Agency System:

- (1) Area TSCO has no alternate or assistant.
- (2) At least half the documents received are sent to the AD/Personnel, whose secretary is responsible for control of the documents which usually remain permanently in the AD's Office. This secretary has not been designated an assistant TSCO and does not sign the Area TSCO log.
- (3) The Military Personnel TSCO hand-carries documents internally distributed, notes this temporary disposition on a card but does not obtain a signature. He states that these documents are returned promptly.
- (4) Documents from other military installations are received direct, by-passing Central Top Secret Control and are assigned Area numbers.

-2-

b. Security Hazards:

The only security hazard noted is the practice of distributing internally without obtaining the recipient's signature, thereby emphasizing his responsibility for protection of the document.

c. Unique Problems:

(1) It has been the practice of the Area TSCO to enter internal distribution in the last column of the log, indicating the name of the individual to whom disseminated. In order to assist the Central TSCO in its weekly posting function, the examiner suggested that the Area TSCO enter internal distribution on the line immediately below the number, and enter only dissemination to other Areas or Sub-Stations in the last column. She was also requested to use Office symbols rather than names of individuals. Both suggestions were accepted.

(2) Military Personnel Sub-Station requests that, if possible, an Air Force Corporal working in that Office, should be designated an alternate in order that he can hand-carry Top Secret material to be expedited. This request stems from the shortage of officer couriers which causes delays and makes it necessary for the Area TSCO to act as courier.

(3) Military Personnel Sub-Station's record of documents at the present time consists only of the log and document receipts. Additional reference record is needed, particularly inasmuch as actions on the same subject are received and logged several times and, to obtain all pertinent documents, a search must be made through the logs.

d. General Problems:

(1) Scarcity of office couriers on regular runs delays receipt of weekly logs from Sub-Stations. This, in turn, delays the Central TSCO posting and follow-up functions

(2) Destruction of documents is a problem which has already been mentioned in apprevous report on an Area in the same general physical location as Military Personnel Sub-Station. It is requested that information on destruction facilities be furnished as soon as possible.

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4. CONCLUSIONS:

The entire volume of Top Secret documents processed by the Personnel Area and Sub-Stations is small enough that the problems, outside those that are common to the entire Agency, are minor. Personnel interviewed were cooperative and welcomed an opportunity to obtain assistance and information.

Although the Personnel (Covert) Sub-Station has handled only five TS documents in the past three months, it appears that this Sub-Station should be continued because of the covert nature of documents received.

5. ACTION RECOMMENDED:

a. The examiner suggested that an alternate Area TSCO should be designated. Also, the secretary in the Office of the AD/Personnel should be designated an assistant TSCO and should be required to sign for documents received from the Area TSCO. This suggestion was accepted and required forms for approval will be forwarded soon.

b. The examiner recommends that the request for designation of an alternate in Military Personnel to hand-carry documents should be approved until such time as adequate courier service can be provided. It is suggested that this alternate could on Monday mornings deliver the weekly log of the Personnel (Covert) Sub-Station which is also located in "I" Building, at the same time that he delivers the Military Personnel log.

Organization and Methods Examiner

CONCURRENCES:

CIA Top Secret Control Officer

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